



CELEBRATION AND EVENT POLICY

(M)

Mandatory – Quality Area 2

PURPOSE

The aim of this policy is to:

Have developed a policy around celebrations and celebrations requiring food and beverages that will have a flexible approach to such events.

Ensure that all foods bought to the centre for consumption by others has been purchased and is received in its original packaging listing all ingredients.

This policy will provide guidelines for the provision of safe, varied and culturally respective foods and events that will cater to individual needs of the children and patrons using the Centre.

Outlets Co-operative limited respects that diversity of the community members that use the Centre and respective events that are celebrated.

SCOPE

This policy applies to parents/guardians, the Committee of Management, Approved Provider, Nominated Supervisor, Day-to-day Supervisor, Educators, Placements and Volunteers involved in the caring and wellbeing of the children and patrons of Outlets.

This policy applies when a celebration of an event takes place, inclusive of the consumption of celebratory foods.

Background and Relevant Legislations

In recognition of the aware increase in people at risk of anaphylaxis it is imperative that the ingredients and traces of ingredients are known.

To be respectful and maintain our multicultural diversity we need also to be aware of ingredients so as food to be consumed by others is considered safe, healthy and acceptable to all individual needs.

- Children's Services Regulations 1998
- Children's Services Act 1996
- Health Records Act 2001
- Occupational Health and Safety Act 2004

DEFINITION

Celebration To do something to show that a day or an event is important, or the occasion is for rejoicing (Oxford Dictionary).

Nutrition the process of taking in the food or other substances necessary for growth, health and good condition

Safe and Hygienic preparation and handling is protected at all times from contamination

Anaphylaxis A severe rapid and potentially fatal allergic reaction that involves the major body system, particularly breathing and circulation system.

Allergies An immune system response to something that the body has identified as an allergen.

Food in this case relates to consumable foods and fluids.

Multicultural diversity that we understand the cultural values held are important and we strive to preserve and express them acceptingly.

Ingredients components or parts of a mixture

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on July 2019

REVIEW DATE: 23/05 /2023



PROCEDURE

The Approved Provider will ensure that:

- Parents/guardians and patrons of the centre are aware of this policy and it's availability to view.
- Comply with procedures outlined in Schedule 1 of the Children's Service regulations 1998.
- Ensure that childcare staff are implementing this policy and that they communicate all events that will be celebrated which involve children whilst in the centre's care.

The Nominated Supervisor, Day-to-day Supervisor, Educators will ensure that they:

- Plan to meet any special requirements of children and patrons whilst at the Centre
- Monitor children with food allergies closely in order to prevent contact with or consumption of foods, which may cause an allergic reaction
- Request parents/guardian/patrons of the Centre to notify head childcare worker or co-ordinator of foods that will be provided for the celebration in advance.
- Provide parents/guardians/patrons of guidelines regarding procedures, which need to be followed
- List the names of any children/patrons with known allergies and/or cultural needs and what they are
- Respect individual family beliefs and inform parents/guardians of upcoming celebration activities so as they can make an informative decision on whether to partake in such events.
- Follow food handling and storage procedures.
- Notify parents/guardians that any food brought to the centre for shared consumption during a celebration must be store purchased, in its original packaging and have the original ingredients label intact.

Parents and Patrons will ensure that they:

- Provide only food that was store purchased, is in its original packaging and has the original ingredients label intact.
- Inform childcare staff if they do not want their child to partake in such events or celebrations and take reasonable action to assist in this as directed by the childcare staff.
- Document any required information on their child's enrolment form and notify childcare staff of any changes.
- Notify the childcare staff in advance if they wish to celebrate a child's birthday and inform staff on what food they intend on bringing in.
- Comply with procedures in Schedule 1.
- Comply with all relevant policies in the centre.
- Request to view any policy they would like to view.

Related Documents and Policies.

- Child enrolment procedure
- Anaphylaxis risk management plan
- Anaphylaxis Policy
- Nutrition Policy
- Childcare program
- Enrolment and Orientation Policy
- Parent Information Handbook